



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Wednesday, November 25, 2009
<b>POSITION TITLE:</b>	Chief, Office of Personnel Services	<b>FINAL FILING DATE:</b>	Tuesday, December 15, 2009
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	11182009_1

### POSITION DESCRIPTION

Under the general direction of the Associate Director, Human Resources, the Chief, Office of Personnel Services (OPS) is responsible for planning, organizing, directing, and coordinating the operations of all Personnel Services functions of the Department. The OPS provides statewide personnel management services which include classification, compensation, discipline, payroll, and benefit services. In addition, the Chief, OPS provides functional supervision over personnel staff in the Department's adult institutions, juvenile facilities, and adult and juvenile parole operations.

The Chief, OPS, has extensive involvement in the formulation and implementation of policy, procedures, and programs related to personnel management services and ensures that all programs are in compliance with personnel regulations, laws and rules, and policies of the Department, State, Federal and control agency mandates.

Through subordinate managers, the Chief, OPS provides administrative and managerial direction as follows:

- Responsible for policy and procedure standardization on personnel management practices on a department wide basis. Oversight involves and highly emphasizes the incumbent's role in policy development through appropriate formulation and interpretation of departmental policy, while ensuring all policies and procedures are adhered to both in headquarters and in the field. Develops and recommends implementation of all new policies, procedures and/or regulations on personnel management related issues.
- Position allocation and employee classification activities; responding to adverse actions; providing consultative services to headquarters, adult institution, and juvenile facilities management on the Department's personnel management program; interacting and negotiating on behalf of the Department with control agencies such as the Department of Personnel Administration, State Personnel Board (SPB), State Controller's Office (SCO), and Public Employees' Retirement System;

developing standardized personnel policies and procedures; developing management strategy on personnel management related to collective bargaining issues; and placement of surplus staff up to and including layoff.

- Interface with Labor Relations on strategizing collective bargaining issues and ensuring employee bargaining contract provisions are implemented in compliance with Memorandum of Understandings. Ensures all OPS policies are in compliance with Memorandum of Understandings.
- New employee orientation, payroll (includes Fair Labor Standards Act 7k overtime), benefit administration, worker's compensation claim calculation for all headquarters employees; all eligible list certification activities through a decentralized certification program; and maintaining the Department's position control.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and

administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Broad and extensive experience in the management of a human resources organization involving diverse personnel services in various program areas.
- Experience in the formulation and implementation of procedures, policies, and programs related to personnel services including classification, position allocation, compensation, personnel transactions and selection, payroll, and benefit services.
- Experience in the formulation, implementation, and evaluation of personnel regulations and laws; and State and federal laws, rules, and regulations.
- Experience in providing executive level advice and consultation to Department management regarding personnel management services, including resolution of technical and procedural issues.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff, and knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.

- Demonstrated knowledge and thorough understanding of the position control and 607 processes, Government Code 12439 (position abolishment's), and the organizational structure of a correctional institution.
- Ability to effectively facilitate change and participate in the development of new and innovative information technology automation related to human resource systems.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with legislators, local governmental jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

### EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Office of Personnel Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

### FILING INSTRUCTIONS

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length or less than 12 point font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive  
Appointments

1515 S Street, Room 108N, Sacramento, CA 95811

Tracy Heinsen | (916) 445-9061 | [tracy.heinsen@cdcr.ca.gov](mailto:tracy.heinsen@cdcr.ca.gov)

**ADDITIONAL INFORMATION**

**\*\*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.**

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>